

President Millard Fillmore Library Technology Plan

2004-2006

1. MISSION

The President Millard Fillmore Library is a service agency to all people of the community and adjoining communities, serving as a source for self-education and personal enrichment; developing programs and services for children and others entering the world of reading; furnishing supplementary resources for use by elementary and secondary school students in educational pursuits; and making available facilities and resources for group interaction and community allowing all patrons equitable access to the world of information through the library.

This technology plan outlines a three-year goal, which will guide the library in its pursuit of “Access now and in the Future”.

2. SERVICES AND GOALS

A. Continue to upgrade, develop and/or implement electronic resources for the use of patrons of every age group. By hands-on use and evaluation we will determine the direction and the speed with which to proceed.

B. Provide Internet, word processing, translation and bilingual software programs for use by patrons, library staff and city personnel.

C. Maintain a home page for the library, which will give patrons easier access to information concerning library programs and services, including our Follett WebCollection Plus (Card Catalog).

D. Current materials will be provided for patrons of all age groups. Adequate material will be acquired through printed, electronic means and Inter Library Loan Materials will be obtained in the most economical, accurate and timely manner.

E. Library Computer Network will provide access to card catalog, Internet, word processing, publishing, bilingual and other library software. Home access provided through Follett WebCollection Plus (Card Catalog) will be available via the Internet on the library home page. Actively seek out and incorporate new technology into the Library as it comes available.

3. TRAINING STAFF and PATRON TRAINING

Utah State Library offers technology training on a wide variety of subjects; we the library will continue to take advantage of these resources. Library staff will continue to enroll in training courses as they become available and as funding allows. The Library Director and/or staff have completed the following courses: Web Master 1 and 2, HTML, DHTML, Basics and Beyond, Pioneer Online Training, specialized Internet searching sessions, courses offered by Utah Library, and training on basic use of all library software. Library staff will continue to enroll in training courses as they become available and as funding allows. All library staff is required to spend 1 hour weekly on the computers for training review. Daily patron instruction on basic programs and with Internet searches will be done on an individual, as needed basis. Quarterly Classes will be available to patrons of all ages on basic computer knowledge, programs and Internet use.

4. EXISTING TECHNOLOGY AND SERVICES

Continue to work with the Utah Education Network (UEN) as our Internet provider and with Millard County School District as our link to UEN. The library currently has 13 computers; all of the computers are networked and have Internet access through a wireless connection. Of the 13 computers, 8 are accessible for patron use; the remaining computers are designated for use by the staff. All 13 computers have access to the Library's Card Catalog, word processing programs, as well as access to the state-sponsored database Pioneer. The library also offers patrons access to copy and fax machines.

Fillmore City has implemented updated Policies and Procedures, which include provisions for HB 157. Filtering, for the protection of children will continue to be handled through Millard County School District and UEN. We feel that Millard County School District is concerned with the best interest of children and that they are/will continue to filter in a responsible and professional manner.

Filtering in a responsible and professional manner will continue to be done through Norton Internet Security Professional.

An ongoing effort will be made to communicate and work with city officials, local schools, and Millard County School District

to utilize all technology resources that exist in our area in order to provide patrons with the best information resources available.

5.PLANNED TECHNOLOGICAL UPGRADES, SERVICES AND TIME LINE

YEAR 1: 2004	YEAR 2: 2005	YEAR 3: 2006
Electronic Access <ul style="list-style-type: none"> Public computer terminals will have access to the Internet as well as word processing and other computer programs. Approx. 70% of public access computers will have bilingual capabilities. Approx. 30% of public access computers will have language translation software installed. Public access as well as staff and library operation computers will have access to the card catalog. Card catalog will be available via the Internet at www.fillmorelibrary.org 	<ul style="list-style-type: none"> Public computer terminals will have access to the Internet as well as word processing and other computer programs. Approx. 86% of public access computers will have bilingual capabilities. Approx. 30% of public access computers will have language translation software installed. Public access as well as staff and library operations computers will have access to the card catalog. Card catalog will be available via the Internet at www.fillmorelibrary.org 	<ul style="list-style-type: none"> Public computer terminals will have access to the Internet as well as word processing and other computer programs. All public access computers will have bilingual capabilities. Approx. 30% of public access computers will have language translation software installed. Public access as well as staff and library operations computers will have access to the card catalog. Card catalog will be available via the Internet at www.fillmorelibrary.org
Upgrades and/or replacement <ul style="list-style-type: none"> Computers will be replaced or upgraded on an as need basis taking into consideration Utah State Library recommendations 	<ul style="list-style-type: none"> Computers will be replaced or upgraded on an as need basis taking into consideration Utah State Library recommendations 	<ul style="list-style-type: none"> Computers will be replaced or upgraded on an as need basis taking into consideration Utah State Library recommendations

for computer specifications as well as available grant funding and local government funding. <ul style="list-style-type: none"> • Printers, and other miscellaneous electronic accessories will be replaced on an as needed basis. • Purchase necessary software upgrades. 	for computer specifications as well as available grant funding and local government funding. <ul style="list-style-type: none"> • Printers, and other miscellaneous electronic accessories will be replaced on an as needed basis. • Purchase necessary software upgrades. 	for computer specifications as well as available grant funding and local government funding. <ul style="list-style-type: none"> • Printers, and other miscellaneous electronic accessories will be replaced on an as needed basis. • Purchase necessary software upgrades.
Assessment and review <ul style="list-style-type: none"> • Annual survey will be conducted during National Library Week. 	<ul style="list-style-type: none"> • Annual survey will be conducted during National Library Week. 	<ul style="list-style-type: none"> • Annual survey will be conducted during National Library Week.
Evaluation Technology planning committee will evaluate library technology plan and make recommendations for changes to Fillmore City Library Board and Fillmore City Council annually.		

6. PROJECTED BUDGET FOR TECHNOLOGY

Fillmore City realizes that the cost of technology will be an ongoing expense and is willing to make every effort to support the advancement and maintenance costs that will incur. The majority of funding will come from the Library Budget and Development Grants. LSTA Grant funds and any special funds that may become available will also be used if received. In an effort to meet these goals, Pres. Millard Fillmore Library intends to expend approximately 20% of its Library Expenditures Budget on Technology, and will attempt to build into the budget, funding for maintenance and replacement of hardware, purchasing of software and upgrades. An appropriate percentage of funding received from State Library Development Grants and Technology Grant Funds will also be expended on technological resources.

Technology

Funding for Internet service, telecommunications, computer upgrades and maintenance is included in the annual budget for President Millard Fillmore Library. Other technology grant funds will also be sought.

Members of the Technology planning committee:

Fillmore City Mayor
Library Board Chairman
Library Director
Technology Advisor, City Contract
City Council Representative
Library Staff

7. EVALUATION PLAN

Evaluation of the plan will be determined by our ability to meet our objective on a yearly basis. Patrons, staff, library board, and city council will play an active role in evaluating all technology services provided by the library. An annual Open House will be held, during National Library Week, to inform the public of the services the library offers. Annual surveys will be completed and evaluated. Results of surveys, public comment, library staff, library board, and city council recommendations will all be taken into consideration. Funding vs. need, patron usage, community interest, and overall library enhancement will all be considered in the evaluation process.